

98-84377-20

New York (State).

Report of the Board's
special committee on...

[S.I.]

[1899?]

98-84377-20

MASTER NEGATIVE #

COLUMBIA UNIVERSITY LIBRARIES
PRESERVATION DIVISION

BIBLIOGRAPHIC MICROFORM TARGET

ORIGINAL MATERIAL AS FILMED - EXISTING BIBLIOGRAPHIC RECORD

339 24	New York (state) ^{Board of Social Welfare} Charities, Board of Report of the Board's special committee on the rules and regulations for dispensaries...pursuant to the provisions of chapter 368, laws of 1899 0 16 p 23 cm. 56439 Bastard title <input type="radio"/> - page No 15 of a vol <input type="radio"/> of pamphlets <i>only ad</i>
-----------	--

RESTRICTIONS ON USE: Reproductions may not be made without permission from Columbia University Libraries.

TECHNICAL MICROFORM DATA

FILM SIZE: 35mmREDUCTION RATIO: 11:1IMAGE PLACEMENT: IA ☒ IIA IB IIBDATE FILMED: 4-1-98INITIALS: BTATRACKING #: 32543

FILMED BY PRESERVATION RESOURCES, BETHLEHEM, PA.

334

No 15-

入

734.27

State of New York—State Board of Charities

REPORT OF THE BOARD'S SPECIAL COMMITTEE
ON THE RULES AND REGULATIONS FOR DIS-
PENSARIES; TOGETHER WITH THE RULES AND
REGULATIONS, THE FORM OF APPLICATION FOR
A LICENSE, AND THE FORM OF LICENSE ADOPT-
ED BY THE BOARD, PURSUANT TO THE PRO-
VISIONS OF CHAPTER 368, LAWS OF 1899.

REPORT OF THE SPECIAL COMMITTEE ON RULES AND REGULATIONS OF DISPENSARIES.

To the State Board of Charities:

The Special Committee appointed to prepare, pursuant to the provisions of Chapter 368, Laws of 1899, the form and manner of application for the license of a dispensary, the form of license to be issued by this Board to dispensaries, and the rules and regulations in accordance with which all dispensaries shall furnish, and applicants obtain medical and surgical relief, advice or treatment, medicine or apparatus, respectfully submits the following report:

FORM AND MANNER OF APPLICATION FOR A LICENSE.

The form and manner of application for a license of a dispensary consist of issuing to parties desirous of a license, a circular, herewith submitted, (see "Appendix A") which is designed to secure, in writing, such information in regard to the institution as will enable the Board to form a correct judgment as to the propriety of issuing its license. These circulars are adapted for filing in the office of the Board.

FORM OF LICENSE.

The form of license to be issued to dispensaries by the Board, herewith submitted, (see "Appendix B") is that usually employed by the State authorities which grant licenses.

RULES AND REGULATIONS.

In preparing the rules and regulations, (see "Appendix C") we first issued a circular of inquiry to the managers of all the dispensaries of the State, and to persons known to be interested in their reform, requesting opinions and suggestions as to the rules and regulations best adapted to accomplish the objects contemplated by the law. A large number of replies were received containing many suggestions useful to the committee. The rules and regulations, now submitted to the Board, embody many of the suggestions contained in the replies to these circulars.

In their preparation your committee has endeavored to create as little embarrassment as possible in the management of existing dispensaries, and yet secure needful reforms. It

is undoubtedly true that the alleged abuses of dispensaries largely grow out of the management as it relates both to defective methods or organization, and to irregularities in the daily operations of the service. But we do not deem it wise at this time to formulate, as suggested by some correspondents, rules requiring radical changes in the organization and management of dispensaries, believing that under the operations of the present law the managers of these institutions throughout the State, will be led to examine critically the form of organization and the method of management of their respective dispensaries, and to make such changes and reforms as may appear to them necessary to place this beneficent service to the sick poor on the highest plane of excellence.

The following notes upon each rule may prove useful by explaining the objects for which it was created and the results which will follow its judicious enforcement.

Rule I. requires that each dispensary shall post a notice conspicuously in the waiting or reception room, announcing the fact that the dispensary has been licensed by the State Board of Charities to furnish medical and surgical relief to the sick poor who are unable to pay for the same.

Added to this notice is the penalty for false representations by applicants in their efforts to obtain medical or surgical relief. It is believed by the committee that this notice will prove deterrent to those applicants who are able to pay for the services of a physician or surgeon.

Rule II. creates "The Registrar," a new office in the dispensary, or rather gives a new and uniform title to an officer now known as the "House Physician," etc. The advantage of such a provision will appear in the appointment of a competent person in each dispensary to have charge of the daily management of its routine duties; the keeping of its records; and the enforcement of the rules and regulations.

Rule III. is the most important of the series because it aims directly to correct the alleged abuse of the indiscriminate treatment of applicants. It has three subdivisions as follows:

1. This part prescribes the rules governing the Registrar in determining the question of admission of individual appli-

cants. Two classes are to be at once admitted to treatment, viz., emergency cases and those evidently poor and needy. A third class consists of those cases as to whose ability to pay for medical relief there is doubt; these are allowed a first treatment and then they are to be investigated. In order to render this investigation, which must be attended with some expense, as little embarrassing as possible to the dispensaries, they are allowed to employ their own officers or any reliable agency, but the results of the investigation must be made in writing and filed in the dispensary. In large cities, such as New York, Brooklyn and Buffalo, these investigations may be made by their respective Charity Organization Societies. A fourth class consists of those who refuse to sign the card of admission; this class is rejected.

2. This part contains the form of an admission card. On this same card is printed the representations to which the applicant subscribes and the Registrar attests, and which is to be filed among the permanent records of the dispensary. The representations which the applicants make cover those subjects most liable to conceal the frauds hitherto practiced upon the dispensaries.

3. This part requires that the usual pass card, issued to the applicant and retained by him for presentation on each visit to the dispensary shall give specific information as to his legal obligations, with a quotation of the penal section of the law. The committee regards this card as the most important of the rules, as it brings directly to the applicant the responsibilities which he has incurred in signing the card containing his representations.

Rule IV. provides for a matron and requires that, in addition to her general duties of preserving order and cleanliness, she shall attend women who have to submit to gynæcological examinations and operations. The enforcement of this regulation will not only relieve many patients of the embarrassment which they would suffer on being subjected for the first time to this ordeal but it will prevent the occasional scandals which become current among those who frequent dispensaries.

Rule V. gives force and effect to existing rules of most dispensaries against the treatment of contagious diseases in these institutions. The enforcement of these rules is, how-

ever, so lax that sanitarians have come to regard the dispensary as the most prolific means of the spread of contagious diseases.

Rule VI. enables the managers of dispensaries to make rules governing the utilization of the dispensary for instruction with the restriction that no patient shall be required to submit to be used for that purpose as a condition on which he or she can receive medical or surgical relief, nor shall any applicant be required to submit to any examination, oral or physical, for other purposes than for his or her proper medical treatment. This rule is designed to prevent the use of harsh and compulsory methods of compelling reluctant patients to submit to examinations or operations.

Rule VII. will eliminate from the dispensaries a class of druggists who have had no training for their responsible duties and who are unfit, not only to put up prescriptions, but even to select suitable drugs. It will also prevent the dispensaries from being the medium for the sale of the refuse stock of wholesale dealers.

Rule VIII. insures periodical sanitary inspections by the local health boards and immediate compliance with their orders.

Rule IX. is designed to prevent the following evils, viz.,

1. An inadequate number of seats in the waiting rooms. In some dispensaries the number of seats is so inadequate that large numbers of patients are compelled to stand while waiting their turn. This is a peculiar hardship for the old and feeble and for women with infants in their arms.

2. By the separation of the sexes in the waiting room, that indiscriminate mingling of the sexes is prevented which is so often attended with rude treatment of women by a low class of men. This rudeness may take the form of vulgar and profane language, of personal assaults, and of petty thefts. The separation of the sexes in the treatment room will prevent the too frequent practice of treating men and women at the same time in the surgical rooms. The rooms in which special diseases are treated are often poorly adapted and poorly equipped for the successful treatment of these diseases. Every dispensary should be required to make adequate provision in these respects.

SUGGESTIONS.

In conclusion, your committee deems it important to record, for the information and consideration of the managers of dispensaries, the following additional suggestions made by correspondents:

1. There should be at least two women in the Board of Managers of all dispensaries operating under their own charter or articles of incorporation and which receive and treat women and children. The propriety and importance of having women in a board of management of an institution which has the care and treatment of women and children, is now recognized by practical workers in the field of charity and in many states the laws make such appointments obligatory. The allegation that women are impracticable and hence obstructive on Boards has long been proven to be false. Some of the best managed hospitals in the State were organized and are managed entirely by women. The same is true of certain dispensaries in the city of New York.

2. There should be two classes of physicians and surgeons, viz., (a) visiting and (b) assistants; the term of service should be limited, each class serving three years in the division to which it is appointed, making a full term of six years for one who has passed through both classes; the members of both classes should be elected annually by a majority vote of the managers; by a unanimous vote a member of the medical staff may be reappointed after having served for three years in both classes. It is claimed by this writer that, in his classification of the medical staff, provision is made for a senior and junior class of medical attendants and, by limiting the term of service of each class, the advantages of the practice of a dispensary to young physicians is made far more available. The annual election of both classes gives to the Board of Managers an opportunity to drop from the staff any member who for any reason is found unfit or undesirable. It is objected that, by limiting the term of service, the older and more experienced physicians and surgeons will be compelled to retire in favor of young and inexperienced men, greatly to the detriment of the applicants for medical and surgical relief. This objection is answered by referring to the fact that the general rule may be set aside by the managers when they are desirous of retaining an exceptionally qualified and useful man. Again

it may be safely affirmed that a medical man who desires to retain a position in a dispensary after having served six years, allowed by these rules, either has not made a success in his practice or he neglects his duties as member of the medical staff of the dispensary with which he is connected. In either case, he is not a desirable member of the medical staff and should be dropped from the roll. But perhaps the most important consideration is the fact that, by limiting the service, a large number of young men, fresh from the schools and colleges and having ample time for this class of duties, will have an opportunity and an incentive to enter the service of the dispensaries from which they are now practically excluded. The value of the services of this class of young practitioners, thoroughly familiar with all the latest improvements in the science and art of medicine, far more than compensate for the age and experience of those who cling to dispensary positions, year after year, to the exclusion of their younger and more deserving brethren.

3. Physicians and surgeons should be held more rigidly responsible for the proper treatment of the patients of the classes to which they are respectively assigned; 1. they should be prompt in attendance at the commencement of the hour fixed for the meeting of patients; 2. failing of attendance, each should notify his assistant to attend in his place; 3. he should enter in a record the time of arrival at and departure from the dispensary. It is asserted that such a rule would remedy the evil of non-attendance of the physicians and surgeons at the hour appointed. Too often the medical staff of a dispensary feels little or no responsibility for the management of the institution. Its individual members attend to the classes to which they are assigned in the most perfunctory manner, often failing to attend on their appointed days, generally reaching the dispensary during the last half of the hour. The result is that the sick laboring man or woman, who can ill afford to lose the time, is detained at great inconvenience and frequently fails altogether to see the attending physician or surgeon.

Respectfully submitted,

STEPHEN SMITH, M. D.,
 ENOCH V. STODDARD, M. D.,
 SIMON W. ROSENDALE,
 Committee.

APPENDIX A.

STATE OF NEW YORK.

(Arms.)

STATE BOARD OF CHARITIES.

The Capitol,

ALBANY, N. Y., September 15, 1899.

To.....

Your attention is hereby called to Chapter 368 of the Laws of 1899, printed hereon, which provides that after October 1, 1899, when the Law goes into effect, no dispensary in this State shall enter upon or continue the prosecution of its purpose unless licensed by the State Board of Charities.

If you desire to make application for such license will you please to cause the following blank to be filled out at once and returned to the Board at the earliest possible moment?

Very truly yours,

WILLIAM R. STEWART, *President.*

ROBERT W. HEBBERD, *Secretary.*

APPLICATION FOR A DISPENSARY LICENSE.

To the State Board of Charities:

The undersigned hereby makes application for a dispensary license to be granted, in accordance with the provisions of Chapter 368 of the Laws of 1899, to the..... located at..... and in explanation and support of such application makes the following statement:

1. Full title of dispensary.....
2. Location of dispensary (street and number)
3. Date of organization.....

4. Date of incorporation.....
5. With what incorporated institution, if any, connected.....
6. How and when so connected.....
7. Name of governing body of dispensary.....
8. Number of trustees or managers.....
9. Name and address of President.....
10. Name and address of Secretary.....
11. Name and address of Treasurer.....
12. State the reasons why a dispensary at this particular location will be for the public benefit.....
13. State the ownership and uses of the building in which the operations of the dispensary are to be carried on.....
14. Describe the parts of the building occupied by the dispensary.....
15. Name the divisions of the service.....

16. State the number of members of the medical staff and their assignment to duty.....
17. What charge, if any, is made to applicants.....
18. What number of separate or individual patients was treated during the year ending September 30, 1898.....
19. What are the financial resources of the dispensary.....
20. Name of person making application for license, and nature of authority to act for the dispensary.....

(Signature).....
Applicant for License.

STATE OF NEW YORK,
County of.....
Subscribed and sworn to before me, this
.....day of.....1899. ss:
.....

APPENDIX B.
STATE OF NEW YORK.

(Arms.)

STATE BOARD OF CHARITIES.

The Capitol, Albany.

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETING.
KNOW YE, That in pursuance of the authority conferred by law,
a license is hereby issued by the State Board of Charities
to the

.....
located at to conduct
a dispensary in accordance with the rules and regulations made
and established by said Board as the statute provides. This
License is to continue in full force and effect until revoked by
due process of law.

IN WITNESS WHEREOF, The State Board of Charities has
caused these presents to be subscribed by its President
[L. s.] and its official seal to be hereunto affixed, the
day of

President.

Attest:

Secretary. _____

APPENDIX C.
RULES AND REGULATIONS.
I.

POSTING A PUBLIC NOTICE.

There shall be posted and permanently maintained in a conspicuous place in the reception room for applicants a notice substantially as follows:

This Dispensary has been licensed under the laws of the State of New York, by the State Board of Charities, to furnish medical or surgical relief, advice or treatment, medicine or apparatus to the sick poor who are unable to pay for the same. The law provides as follows:

(Section 25, chapter 368, Laws of 1899.)

Any person, who obtains medical or surgical treatment on false representations from any Dispensary, licensed under the provisions of this act, shall be guilty of a misdemeanor, and on conviction thereof shall be punished by a fine of not less than ten dollars and not more than two hundred and fifty dollars.

(Imprisonment until fine be paid may be imposed. Code Crim. Pro., sec. 718.)

II.

THE REGISTRAR.

There shall be an officer to be known as "The Registrar," whose duty shall be to supervise the work of the Dispensary, make and preserve all records, receive all applicants, and see that all rules and regulations are enforced.

III.

THE ADMISSION OF APPLICANTS.

1. It shall be the duty of the Registrar to examine all applicants to determine the question of their admission, and the following rules shall guide his actions: (a.) All emergency cases shall be admitted and receive prompt treatment and care. (b.) Every applicant who is, in the opinion of the Registrar, after examination and personal inquiry, poor and needy, shall be admitted. (c.) Every applicant, in regard to whose ability to pay for medical or surgical relief, advice or treatment, medicine or apparatus, or either in whole or in part the Registrar is in doubt, shall be admitted to a first treatment on signing the admission card, but the Registrar shall forthwith cause an investigation of his financial condition to be made; the results of such investigation shall be filed among the permanent records of the Dispensary. (d.) Every applicant who declines to sign the required declaration shall be refused admission.

2. On the admission of an applicant to a Dispensary the Registrar shall file a card in the following form:

Name Date.....

DrNo. in family.....
 Nationality Address.....
 Occupation; Man..... Woman.....
 Income Rent.....
 This is my.....application to this Dispensary in the year
 I have been an applicant to no other Dispensary in
 the year..... (or to the following Dispensaries:)

 Admitted Refused.....
 The foregoing statement is in all respects true.

Signature of applicant

3. The Registrar shall issue to every applicant, who signs an admission card, a pass-card on one side of which shall be printed the usual information in regard to attendance upon the class to which he or she is assigned and on the other side the card shall be in the form following :

Penalty for False Representations.

(Section 25, chapter 368, Laws of 1899.)

Any person, who obtains medical or surgical treatment on false representations from any Dispensary licensed under the provisions of this act, shall be guilty of a misdemeanor, and on conviction thereof shall be punished by a fine of not less than ten dollars and not more than two hundred and fifty dollars.

(Imprisonment until fine be paid may be imposed. Code Crim. Pro., sec. 718.)

IV.

THE MATRON.

There shall be a Matron whose duty it shall be, under the direction of the Registrar, to preserve cleanliness and good order in all parts of the Dispensary, and be present during gynecological examinations and operations; no such examination shall be

made of, or operation performed on, any female patient, excepting in the presence of the Matron or of a woman detailed for such duty.

V.

CONTAGIOUS DISEASES EXCLUDED.

The following contagious diseases shall not be treated in any Dispensary not devoted to the treatment of contagious diseases, viz.: Small-pox, scarlet fever, measles, diphtheria. When a person suffering from any one of these diseases shall apply for treatment to any Dispensary, the Registrar shall take immediate measures to prevent the exposure of other persons in the Dispensary, and shall forthwith report the case to the proper health authority.

VI.

INSTRUCTION IN DISPENSARIES.

Managers may make needful rules and regulations for clinical, secular and religious instruction in their respective Dispensaries, but in no instance shall any applicant be required to attend such instruction as a condition on which he or she can receive medical or surgical relief at the Dispensary. No applicant shall be required to submit to an examination, oral or physical, for other purposes than his or her proper medical or surgical treatment without his or her full and free consent; in the case of an infant, the consent of the father, mother or guardians must be obtained for the purpose above mentioned.

VII.

THE APOTHECARY.

The Apothecary must be licensed under the laws of this State or be a graduate of a regularly-incorporated medical college. If employed in public service, the Apothecary must be appointed under Civil Service Rules.

VIII.

SANITARY INSPECTIONS.

The Managers shall make a written request, at least quarterly,

to the local health board to have an official inspection of the entire premises of the Dispensary made, unless such inspection has been made during that period, and enter such request in its minutes and file a copy of the report of the health board in its office. All orders of the health board must be promptly complied with.

IX.

ARRANGEMENTS AND EQUIPMENT.

Each Dispensary shall provide: 1. Seats for all applicants. 2. Arrangements for the separation of the sexes in both waiting and treatment rooms, except in cases of family groups and of infants. 3. Such equipment in the matter of rooms and supplies as will secure the best results of treatment.

**END OF
TITLE**